



Deborah A. Gist
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

VACANCY NOTICE

COMMISSIONER'S OFFICE

***EXECUTIVE ASSISTANT TO THE COMMISSIONER**

Salary range Min \$85,039 – Mid range \$101,503

POSTING PERIOD: December 9 - 22, 2010 Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements, and instructions posted at www.ride.ri.gov.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

Position is part of Board of Regents non-union staff.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

*** SUBJECT TO FTE AND FUND AVAILABILITY**

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

NON-CLASSIFIED JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT TO THE COMMISSIONER

GENERAL STATEMENT OF DUTIES: The incumbent will be responsible for providing support to the Commissioner and the Board of Regents in the effective development and implementation of public policy.

SUPERVISION RECEIVED: Works under the supervision of the Chief of Staff with considerable latitude for the exercise of independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and adherence to professional standards of conduct.

SUPERVISION EXERCISED: Facilitates, directs, coordinates, and assesses the work of professional and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and for collaborative processes used in achieving results.

ILLUSTRATIVE EXAMPLES OF RESULTS AND ESSENTIAL FUNCTIONS:

Coordinates Board/Commissioner relations by facilitating the development of Board agendas and managing all Board of Regents' meetings, retreats, and special events related to the Board's central policy role

Monitors the Regents' policies and bylaws to ensure that they are current and up-to-date by maintaining these documents on a timely basis

Provides timely and efficient operation of the Board's appeals functions by managing all aspects of the appeals process

Provides the members of the Board of Regents with all necessary support by responding to requests and initiating specific activities related to Board functions

Ensures effective communication and working relationships between the Board and Department employees, including the coordination of Department staff responses to Regents' requests

Prepares the Regents for their public-policy role by providing orientation and support to new members of the Board

Develops and implements communications strategies to ensure broad public understanding of and support for Regents' policies

Coordinates the Department's responses to parents, family members, and community members who have inquiries, comments, or concerns about Regents' policies

Provides open and responsive communication with the public by serving as ombudsman and by participating in public engagement projects as required

Represents the Board and Commissioner, as assigned, at meetings, conferences, and public events

Provides support to the Commissioner in Department-related work, as assigned

REQUIRED QUALIFICATIONS

Knowledge and Skills:

Knowledge of education laws and programs, Regents' policies and regulations, and professional organizations

Knowledge of communications principles and practices and of new media and social media

Demonstrated organizational skills and ability to coordinate and track varied projects

Demonstrated writing and verbal skills

Demonstrated ability to work collaboratively on a wide range of topics and issues with diverse groups of people

Education and Experience:

EDUCATION: Bachelor's degree in public administration, public relations/communications, education, or other related field; Master's degree preferred

EXPERIENCE: At least three years of employment in a highly responsible position; demonstrated ability to perform the duties and responsibilities of the position

OR any combination of education and experience that shall be substantially equivalent.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for qualified individuals with disabilities.

Date: December 2010